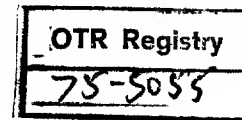


DD/A 75-3038



27 JUN 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Summary of FY 1975 Objectives

REFERENCE : DD/A memo 75-2657 dtd 4 Jun 75;
subj. FY 1975 Objectives

This memorandum is in response to requirements stated in the referent. The following summaries cover the 12 Office of Training DCI and DD level objectives for FY 1975:

1. DCI Objective A57501/DDA Objective B67501

Using the OTR Course Cost Model developed in FY 1974, prepare cost evaluations on all courses offered by OTR Units by the end of FY 1975.

SUMMARY

The objective was completed in December 1974, ahead of schedule. Cost data has been collected for each course actually offered by OTR. Costs per course and costs per student hour have been developed. The results were analyzed to first standardize the data collection procedures and, second, to examine courses to determine if the costs can be justified. This will be a continuing OTR project.

2. DCI Objective A57502

Provide an MBO training program for Agency managers during FY 1975.

SUMMARY

This objective will continue into FY 1976.

[Redacted]

to be run initially for the Administration Directorate. The

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first running of the three-day seminar/workshop was held 24-26 March and the fourth running will be conducted 30 June-2 July 1975.

3. DCI Objective A57503/DDA Objective B57506

By the end of FY 1975 and in conjunction with the Office of Finance, develop tutorial services and normal courses of instruction in finance management improvement.

SUMMARY

All four courses constituting the pilot running of this program were conducted at various times during the September-December 1974 period. The four courses which make up this four-part curriculum in financial management are: Survey of Financial Management, Fundamentals of Budgeting, Accounting Control, and Applied Financial Management. The third running of this program is currently under way and will be completed on 17 July 1975.

4. DDA Objective B57501

Implement a program of research and study of the intelligence process; introduce a new format for the discussion of important substantive and procedural issues in intelligence.

SUMMARY

The objective will continue in FY 1976. Mr. [redacted] Office of Current Intelligence, reported to OTR on 13 January 1975 as the second Director of the Center for the Study of Intelligence. A restatement of the Initial Program of the Center was prepared by [redacted] in February. The Center's first Discussion Session was held on 13 March on the subject "Professional Overspecialization in the Agency." Two other Discussion Sessions were held in May and June. [redacted] has returned from retirement for six months to head the Center's first major research project into the intelligence support which CIA provides to the conduct of foreign policy. Messrs. [redacted] Office of Current Intelligence, and [redacted] Office of Strategic Research, are assigned to the Center as "fellows" assisting [redacted] formerly with the Office of National Estimates and recently with the Murphy Commission, will arrive by the middle of July.

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5. DDA Objective B57502

Complete by the end of FY 1975 the systematic review of OTR curriculum and prepare recommendations for needed changes.

SUMMARY

The objective was completed in December 1974. This was a systematic review of the OTR curriculum of courses providing a report containing recommendations on the OTR curriculum (56 courses--all language courses counted as one).

6. DDA Objective B57503

Establish a Media Center in Headquarters Building by the end of FY 1975 to provide facilities for the Self-Study Program, the University of Maryland Instructional TV Network Programs, the Language Laboratory, the Office of Joint Computer Support Self-Study Program, and related programs.

SUMMARY

The OTR Media Center, located in Room GJ-68, Headquarters, was operational as of 20 December 1974, ahead of schedule. The Center enables Agency employees at their convenience and at their own pace--before, during, and after normal duty hours--to take courses and attend lectures primarily by the use of new technology in audio and video instructional systems.

7. DDA Objective B57504

As part of the Language Development Program, analyze operating components' need for filling language designated positions with language qualified personnel; advise them of additional skills needed to be acquired through recruitment/training; emphasis on DDO field positions. The DDI and DDA are to be included.

SUMMARY

The language study for the Operations Directorate was completed in December 1974, and the studies for the Intelligence Directorate and the Administration Directorate were completed in April 1975 on schedule. The studies provided each Directorate with an analysis of skills among employees occupying language designated positions and the estimated total shortages in the specified languages for each office.

8. DDA Objective B57505

By end of FY 1975, establish a systematic plan for collection of data resulting in establishment of a data base for tabulating trends, calculating requirements, maintaining history, and reporting current status.

SUMMARY

This objective will be a continuing effort at a lower level. The current effort will culminate in a series of information displays--personnel, funds, curriculum and students--which will be kept current through manual and automated systems.

9. DDA Objective B57507

Beginning in FY 1975, select 40 CTs--total of 80 annually--twice a year from a maximum of 65 applicant files placed in process at any one time.

SUMMARY

There were 26 Career Trainees in the January 1975 class. The July 1975 class has been rescheduled because of curriculum changes to begin in September, 1975, with a maximum of 35 trainees. The end goals of this objective were not met because of uncertainties and changes in the Agency. The target goals for numbers of file reviews and interviews were accomplished.

10. DDA Objective B57508

By the end of FY 1975, conduct a study of the cost of maintaining

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SUMMARY

STAT All of OTR's milestones for this objective were completed by the end of December 1974. Only the milestone to "Evaluate Contract Positions with the Office of Personnel" remains and is dependent on accomplishment by OP/PMCD.

11. DDA Objective B67502

By end of FY 1975, conduct a thorough review of OTR professional competence and devise a long-range plan for ensuring that OTR develops and replaces or maintains continuity of its professional personnel requirements.

SUMMARY

STAT The review has been completed and recommendations made to the Director of Training. The recommendations will be discussed at the OTR Management Conference for Unit Chiefs to be held [] 25-27 June 1975.

12. DDA Objective B67503

By the end of FY 1975, review the Agency Training Record (ATR), time frames for input/output, and present design to make it more responsive to requirements.

SUMMARY

This joint objective with the Office of Joint Computer Support will be completed in August 1975, slightly behind schedule.



Alfonso Rodriguez
Director of Training

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